|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1Name:** |  | | | **2Date:** | |  |
| **3Program/ Department:** | |  | **4Position:** | |  | |

**5 What are your strengths in your current position?**

Employee:

Employee and Supervisor Discussion:

**6In what manner would you like to work on your personal/professional development for the coming year?**

Employee:

Employee and Supervisor Discussion:

**7 What additional skills/competencies would you like to improve/grow in your current position or future position at Stanford Youth Solutions? (e.g. supervisory skills, specialized training, education, etc.)**

Employee:

Employee and Supervisor Discussion:

**8 What personal values and/or attributes do you need to develop to enhance your professional development? (e.g. time management, working more collaboratively, thinking beyond the moment, more attention to detail, etc.)**

Employee:

Employee and Supervisor Discussion:

**9 Are you interested in a leadership or any other position within Stanford Youth Solutions? Which position(s)? Which Program(s)?**

Employee:

Employee and Supervisor Discussion:

|  |  |
| --- | --- |
| **10Here is a list of ideas to start the discussion with your supervisor about potential areas of growth:** | |
| On-the-job training / cross training  Job Shadowing  Participation on teams or committees  Participation in special projects  Training Courses  Computer-based training  Course work from external providers | Attending work-related conferences  Membership & participation in professional organizations  Working with a mentor  Coaching or mentoring others  Leadership development programs  Self-study or reading assignments  Other: |

**11Professionally, where do you see yourself in the next five years?**

Employee:

Employee and Supervisor Discussion:

**INSTRUCTIONS FOR COMPLETING FORM:**

1. **Name:** Name of employee
2. **Date:** Date the form was completed
3. **Program/Department:** Program or Department of employee
4. **Position:** Employee’s current job title
5. **Strengths:** Employee details their own assessment of their strengths in their current position. The employee and their supervisor then collaborate and discuss and make notes on their joint assessment of the employee’s strengths.
6. **Personal/Professional Development Goals:** The employee details any area of Personal/Professional Development Goals that they would like to set for the coming EDP period. The employee and their supervisor then collaborate and discuss and make notes on their joint assessment of the goals that will be set for the upcoming EDP.
7. **Additional skills or competencies:** Employee details their own assessment of additional skills, education or training they need for their current position or a desired future position at Stanford Youth Solutions. This may include specialized training, experience or refinement in supervision etc. The employee and their supervisor then collaborate and discuss and make notes on their joint assessment of the employee’s additional skills they would like to work on.
8. **Personal values/attributes development:** Employee details their own assessment of their areas for career development. This may include time management, working more collaboratively, thinking beyond the moment, more attention to detail etc. The employee and their supervisor then collaborate and discuss and make notes on their joint assessment of the employee’s areas for career development.
9. **Interest in other positions:** Employee details interest they have in any positions within Stanford Youth Solutions. The employee and their supervisor then collaborate and discuss and make notes on their joint assessment of the employee’s future employment opportunities with Stanford Youth Solutions.
10. **Personal/Professional development opportunities:** Employee selects any types of opportunities that they feel would be most beneficial or effective for their development. The employee and their supervisor then collaborate and discuss and make notes on what how the opportunities identified would be beneficial in their personal/professional development.
11. **Long-term Professional Goal(s):** The employee details Professional Development Goals that they would like to set and/or achieve in the next five years. The employee and their supervisor then collaborate and discuss and make notes on their joint assessment of the employee’s additional skills they would like to work on in their current position to achieve these long term goals.